



Zoning Administrator
Community Development

Position # : CDD 503
FLSA: Exempt
Grade: 22

JOB SUMMARY

This position is responsible for the administration of the county zoning ordinance.

MAJOR DUTIES

- Enforces zoning ordinances.
- Interprets the zoning ordinance, the County Code, and the Code of Virginia; manages updates to the zoning map.
- Investigates or manages the investigation of zoning complaints and represents the county in court proceedings.
- Conducts meetings and inspections related to zoning compliance, zoning appeals, conditional use permits, and variance requests.
- Reviews sign permit applications.
- Reviews temporary event permit applications.
- Prepares and presents reports to the Planning Commission on matters related to conditional use applications.
- Prepares and presents reports to the Board of Zoning Appeals on matters related to zoning ordinance variance requests.
- Represents the county before the Planning Commission on conditional use permit cases and before the Board of Zoning Appeals on zoning ordinance variance requests.
- Manages the Agricultural and Forestal District Program.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of planning and zoning theories, principles, and practices.
- Knowledge of the county zoning ordinance and other county regulations and policies.

- Knowledge of building processes and terminology.
- Knowledge of development plans, maps, charts and surveys.
- Knowledge of the geography of the county, including roads, streets, subdivisions, and zoned areas.
- Knowledge of property records, deeds, legal documents, and assessing records.
- Knowledge of county and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in management and supervision.
- Skill in investigating and researching property zoning issues and violations.
- Skill in the application of zoning ordinance regulations.
- Skill in the use of drafting and measurement instruments.
- Skill in public relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Planning Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the county zoning and subdivision ordinance, the County Code, the Code of Virginia, and, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical and administrative duties in the administration of the county's zoning ordinance. Strict regulations contribute to the complexity of the work.
- The purpose of this position is to administer the zoning ordinance. Successful performance helps ensure the fair and equitable administration of the ordinance.

CONTACTS

- Contacts are typically with co-workers, other county employees, general and subcontractors, real estate personnel, business leaders, property owners, developers, surveyors, local and state elected officials, architects, engineers, and the general public.

- Contacts are typically to give or exchange information, resolve problems, motivate personnel, and negotiate, defend, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for three to five years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted; Certified Zoning Administrator; Certified Zoning Official.